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TO : Chief, Plans & Policy Staff/TR

DATE: 11 January 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #2

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

C. OPERATIONS COURSE BRIEFING Students for the Operations Course #1 were given Administrative and Security briefings on 4 and 6 January, prior to their departure [REDACTED]. They were also briefed regarding their status during the one-week break in the Course. They were given the following three alternatives for that week:

- (1) Take annual leave.
- (2) Report back to their Divisions at Headquarters.

D. DELINQUENCIES IN ACCOUNTING FOR AGENCY FUNDS The December list of delinquent OTR accounts has been received from Finance Division. A report of corrective action will be forwarded to Finance Division by 13 January 1956.

E. VEHICLE DISPOSAL [REDACTED] The Office of Logistics was requested to furnish disposal instructions on 14 vehicles [REDACTED]. Replacements for these vehicles were received recently.

F. LANGUAGE ROOM - R&S BUILDING CAFETERIA At the request of the C/LETS [REDACTED] arranged with the manager of the R&S Building cafeteria to establish a Language Room for use of Agency personnel interested in conversing in foreign tongues during lunch. This program is expected to be in operation about the 1st of February.

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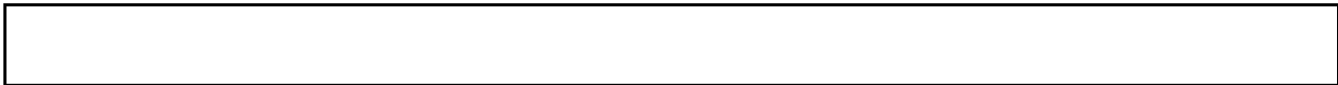
H. NEW FITNESS REPORT [redacted] attended a briefing arranged by the Office of Personnel on the use of the new fitness report. The manner in which this information will be disseminated among other OTR personnel has not yet been determined.

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I. PSEUDONYM FILE The Personnel Office and the Operations School are establishing a system for recording pseudonyms of OTR personnel. The system will be designed for the joint use of the Administrative Branch and the Operations School.

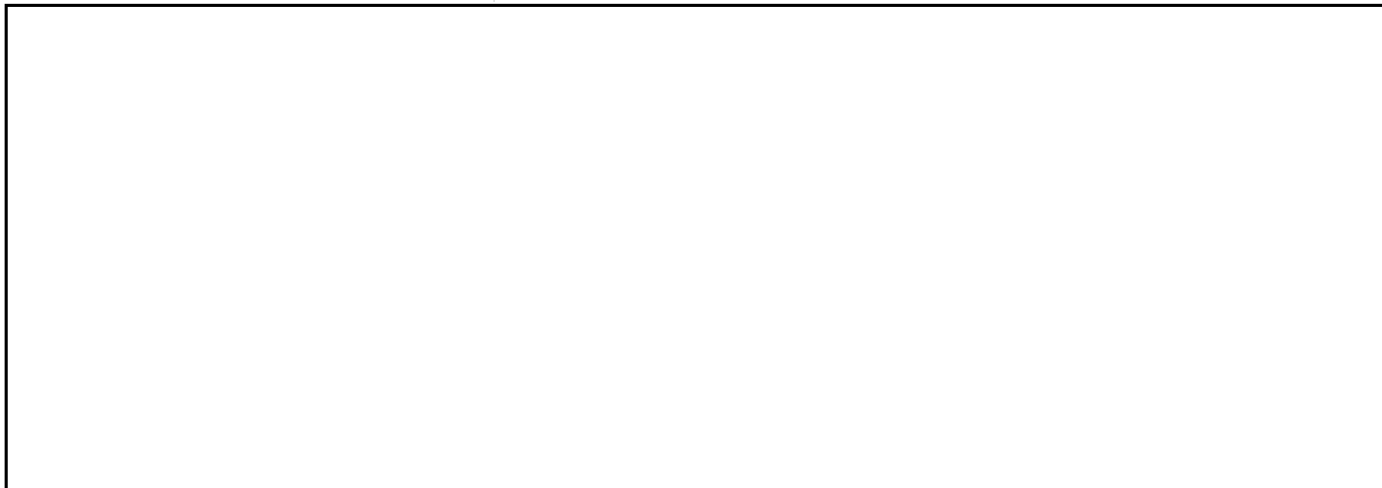
J. MONTH-END PERSONNEL STATISTICAL REPORT Beginning this month, Personnel Section's statistical report on position vacancies and "on-board" strength will be reported in terms of authorized ceilings within each School and Staff rather than the actual Table of Organization figures.

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III. PERSONNEL ITEMS:



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